

University Retention Advisement Program

Annual Action Plan **Annual Assessment Report**

June 2006 – May 2007



Annual Action Plan: June 1, 2006–May 31, 2007

Unit: **University Retention Advisement Program**

UTPA Mission: The University of Texas-Pan American (UTPA) serves the higher education needs of a rapidly growing, international, multicultural population in the South Texas Region. The University preserves, transmits and creates knowledge to serve the cultural, civic, and economic advancement of the region and the state. The University provides students advanced instruction in academic programs offered through innovative delivery systems that lead to professional certification, and baccalaureate, master’s and doctoral degrees. Through teaching, research, creative activity and public service, UTPA prepares students for lifelong learning and leadership roles in the state, nation and world community.

Division: **Academic Affairs**

Unit Head: **Marta Lopez**

Unit Mission:

The University Retention Advisement Program (URAP) offers prescriptive/development advisement to all undergraduate students at the University of Texas-Pan American, with special concentration on freshmen students. URAP provides services and assistance designed to:

- Integrate new students into the university community
- Create an environment which facilitates students’ growth and development and promotes educational persistence and academic achievement;
- Promote an environment of continuous improvement through regular program evaluation.

The program serves UT-PA students by developing implementing programs that supplement the instructional and support services offered at this University. It also provides students the means to develop self-reliance and independence as integral elements necessary to develop their academic goals.

UTPA Goal:

Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

**Academic
Affairs
Objective:**

Create the academic initiatives to ensure timely graduation for undergraduate students.

**College/AVP
Objective:**

Improve academic initiatives to ensure timely graduation for undergraduate students.

Annual Action Plan June 1, 2006–May 31, 2007

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Identify the personal and institutional factors that impede graduation in a timely manner. (1)	<ul style="list-style-type: none"> Evaluate current processes for students leaving UTPA prior to completion of degree through the use of a formal exit protocol. 	Develop a UTPA Exit Protocol proposal.	<p>Completed Exit Protocol will be submitted to the Senior Vice-Provost for Undergraduate Studies for review.</p> <p>Exit Protocol proposal approved by May 31, 2007.</p>	None
Identify and develop strategies to encourage and promote graduation in a timely manner. (2)	<ul style="list-style-type: none"> Research best practices nationwide and evaluate the possibility of adapting to UTPA environment. Attend national and state conferences to assess what other institutions are doing and what new opportunities are available. 	Identify programs that will promote graduation in a timely manner, using best practices nationwide and materials from national and state conferences.	Evaluate identified projects that would benefit UTPA and its students and begin a feasibility study by May 31, 2007.	None

UTPA Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

Academic Affairs Objective: Assist students in defining their educational goals and support them in reaching those goals in a timely manner.

College/AVP Objective: Improve academic retention initiatives for all undergraduate and transfer students.

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Review and evaluate current academic retention initiatives. (3)	<ul style="list-style-type: none"> • Compile grade distribution information for courses affected for comparison. • Evaluate performance of students participating. 	Evaluate the Improvement of current retention initiatives such as the Early warning system and Fast Track.	100% of Grades, progress toward graduation, and GPA, student feedback will be compiled. Report will be completed with the information and presented to the Senior Vice-Provost for Undergraduate Studies for review by May 31, 2007.	None
Identify new initiatives to improve retention for all populations. (4)	Sophomore retention initiatives. 45 hour and 30 hour affected students and academic counseling for special populations.	Develop retention initiatives that Improve student performance and satisfaction.	Submit completed Proposals to the Senior Vice-Provost for Undergraduate Studies for review by May 31, 2007. Pilot projects approved and Evaluate grades, progress toward graduation, GPA, student feedback.	Funding for Sophomore retention initiative (Sophomore Academic Mentoring Program).

UTPA Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

Academic Affairs Objective: Create the academic infrastructure to improve student learning and success.

College/AVP Objective: Provide professional development opportunities for faculty and staff in undergraduate studies.

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Assess the current need for professional development of URAP staff. (6)	<ul style="list-style-type: none"> • Evaluate duties and responsibilities of URAP staff. • Assess areas that require training or professional development. 	Each URAP Student Development Specialist will attend teleconferences and training.	50% of staff will attend a state or national conference during the 06-07 AY–Number of training, conferences and professional development sessions attended by URAP Staff.	Travel Funds
Expand and improve professional development for URAP staff. (7)	Research professional development opportunities that will help staff accomplish their work.	Find at least three new topics and sources for professional development that will help staff accomplish their work.	Review the Number of new professional development opportunities available to URAP staff. Three new development opportunities identified by May 31, 2007.	Travel Funds



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UTPA Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

Academic Affairs Objective: Create the academic initiatives to ensure timely graduation for undergraduate students.

College/AVP Objective: Improve academic initiatives to ensure timely graduation for undergraduate students.

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Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Identify the personal and institutional factors that impede graduation in a timely manner. (1)	Develop a UTPA Exit Protocol proposal.	Completed Exit Protocol will be submitted to the Senior Vice-Provost for Undergraduate Studies for review. Exit Protocol proposal approved by May 31, 2007.	Completed Proposal submitted to Senior Vice-Provost for Undergraduate Studies for review.	No changes until proposal has been reviewed.
Identify and develop strategies to encourage and promote graduation in a timely manner. (2)	Identify programs that will promote graduation in a timely manner, using best practices nationwide and materials from national and state conferences.	Evaluate identified projects that would benefit UTPA and its students and begin a feasibility study by May 31, 2007.	Completed Feasibility study has been started	No changes to date.

UTPA Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

Academic Affairs Objective: Assist students in defining their educational goals and support them in reaching those goals in a timely manner.

College/AVP Objective: Improve academic retention initiatives for all undergraduate and transfer students.

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Review and evaluate current academic retention initiatives. (3)	Evaluate the Improvement of current retention initiatives such as the Early warning system and Fast	100% of Grades, progress toward graduation, and GPA, student feedback will be compiled.	In Progress. Results will be available in July.	Early Warning System data analysis will be completed by Aug. 31, 2007.

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	Track.	Report will be completed with the information and presented to the Senior Vice-Provost for Undergraduate Studies for review by May 31, 2007.	Fast Track progress results reflect 80.3% of students passing with grades of "C" or better. The average GPA was a 3.24.	With the results of the Fast Track we are now evaluating the students that did not pass to see if the selection criteria needs to be changed.
Identify new initiatives to improve retention for all populations. (4)	Develop retention initiatives that improve student performance and satisfaction.	Submit completed Proposals to the Senior Vice-Provost for Undergraduate Studies for review by May 31, 2007. Pilot projects approved and Evaluate grades, progress toward graduation, GPA, student feedback.	A proposal was submitted for a sophomore conference to be held in August 2007. This project will supplement the Sophomore Academic Mentoring Program.	None.

UTPA Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

Academic Affairs Objective: Create the academic infrastructure to improve student learning and success.

College/AVP Objective: Provide professional development opportunities for faculty and staff in undergraduate studies.

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Assess the current need for professional development	Each URAP Student Development Specialist will	50% of staff will attend a state or national	All URAP staff have attended 3 teleconference	None

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of URAP staff. (5)	attend teleconferences and training.	conference during the 06-07 AY.–Number of training, conferences and professional development sessions attended by URAP Staff.	and three have attended a two day conference on communication skills.	
Expand and improve professional development for URAP staff. (6)	Find at least three new topics and sources for professional development that will help staff accomplish their work.	Review the Number of new professional development opportunities available to URAP staff. Three new development opportunities identified by May 31, 2007.	Not completed	Unit Objective will be changed to the 2007-2008 academic year.



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